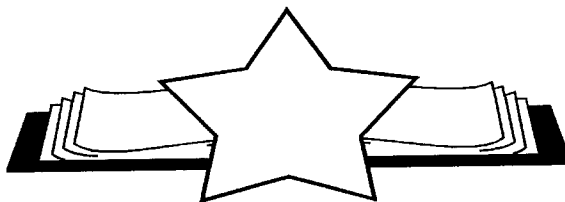


NEW JERSEY

2002-2003

Guidelines and Application

STAR



SCHOOLS

**Deadline for Application to County Office:
DECEMBER 15, 2002**

The Star School application is a public document. The information that you provide will serve as the official record. Review the application prior to submission to ensure accuracy and adherence to the guidelines. Type information requested on this page.

County			
District (Proper Name)			
Address			
	Street/P. O. Box		
Telephone Chief School Administrator	City	Zip Code	
	Fax	Email	
Nominated School (Proper Name)			
Address			
	Street/P. O. Box		
Telephone Principal	City	Zip Code	
	Fax	Email	
Chief School Administrator's or Charter School Lead Person's Signature			

FOR USE BY COUNTY SUPERINTENDENT OF SCHOOLS ONLY

Approved: ____ Yes ____ No County Superintendent's Signature _____

NEW JERSEY
STAR SCHOOLS
2002-2003 GUIDELINES

The New Jersey State Department of Education has created a program of awards and recognition that will identify and catalog New Jersey STAR SCHOOLS. The purpose of this program is to recognize and celebrate the excellence achieved by New Jersey's public schools and to make information describing designated STAR SCHOOLS readily accessible to educators throughout the state. Information describing New Jersey STAR SCHOOLS is available to all schools and the public through the department's web site at <http://www.state.nj.us/education>, Office of Innovative Programs and Practices.

STAR SCHOOLS, New Jersey's own "cutting edge" schools, will be identified annually. In order to be designated, these exemplary schools must promote high student achievement and have: (1) an identifiable specialization or a whole-school reform model which addresses the educational needs of students and the *Core Curriculum Content Standards including the Cross-Content Workplace Readiness Standards*; (2) a faculty engaged in professional development activities and research; (3) demonstrated administrative and fiscal efficiency in the educational program and management; (4) outstanding performance measured in terms of student results and school accomplishments; and (5) collaborative efforts with the public.

Eligibility: Any New Jersey school district or charter school is eligible to participate. The competition is open to public schools serving students in pre-kindergarten to grade 12. **Only one Star School application per school may be submitted.** The specialization or whole-school reform model of the school must have been in place for a minimum of two school years preceding the submission of the application. **Previously recognized STAR SCHOOLS must wait for five years following selection to be eligible to reapply and must show how they have expanded or shared their winning practices.** There is no limit to the number of schools that a district may propose for consideration.

Selection Process: There are five phases to the selection process for STAR SCHOOLS which culminates in a Recognition Ceremony on June 2003.

- | | | |
|-----|------------|--|
| (1) | December | The county superintendents of schools assure that all applicants do not evidence any violations of code, statute or department policy. |
| (2) | February | Panels of New Jersey educators identified by their chief school administrators and, in some instances, experts from other professions, are convened to read and evaluate all eligible applications to determine the semifinalists. |
| (3) | March | Panelists meet in a second round to read and evaluate the semifinalist applications to determine the finalists. |
| (4) | Late March | Finalist applications are verified for compliance by the county superintendents of schools. |
| (5) | April | Finalists receive site visits to supplement and confirm the information written in the applications. Ten STAR SCHOOLS are named and notified. |

Criteria for Evaluation of Applications		Maximum Points
<i><u>If you fail to comply with the technical requirements, your application will be eliminated.</u></i>		
1.	The school has an identifiable specialization or whole-school reform model with objectives that addresses student educational needs and the <i>Core Curriculum Content Standards including the Cross-Content Workplace Readiness Standards</i> and promotes high student achievement.	25 points
2.	The school's faculty is engaged in professional development activities and research that contribute to exemplary teaching practices in their classrooms.	20 points
3.	The school's leadership style, management and educational program demonstrate administrative and fiscal efficiency.	20 points
4.	The school has an outstanding record of performance measured in terms of student results and school accomplishments and related to the specialization and its objectives.	25 points
5.	The school works collaboratively with parents, business, the community, school districts, and/or higher education to create a positive school environment.	10 points

Recognition: Banners, pins and certificates will be presented at the June 2003 statewide ceremony with additional recognition generated through the media.

STAR SCHOOLS
2002-2003 APPLICATION

The Star School application is a public document. Verify the accuracy of the completed application and responses and adherence to technical specifications. Answers to questions do not have to be of equal length. Cross-reference answers to avoid repetition. Reviewers will be looking for evidence of educational excellence and equity.

Application Requirements:

1. **RESPONSES to the information and the statements on page 4 must be ANONYMOUS.** No reference should be made to the names of the district, the school or the community. Use the words "the school" in referring to the applicant in responding to the statements.
2. **TYPE RESPONSES ON PAGES 1 AND 4, USING ONLY THE SPACE PROVIDED ON THE APPLICATION FORM.** Other formats will not be accepted.
3. Application must be keyboarded on 8 ½" x 11" white paper, portrait format. Twelve-point or larger computer font or fourteen-pitch or larger typewritten font must be used. This sentence is in twelve-point Times New Roman.
4. Keyboarded responses must be no more than a total of five pages. Keyboard and number the statement followed by the response. Do not include any other additional materials, as they will not be reviewed.
5. **The keyboarded information on pages 1 and 4 and responses to all statements must be copied on one side of the page only.** Staple pages 1 and 4 and the keyboarded responses together in that order.
6. The original application must be signed by the district chief school administrator or charter school lead person, indicating his/her approval.
7. **The original and seven copies of the application must be submitted to the county superintendent of schools by December 15, 2002 with the Itemized List of District Applications form.** Keep the seven copies of each application together with the original containing the signature of the district chief school administrator or charter school lead person on the top of each set.

◆ **Review the application before submitting. HERE IS A QUICK CHECKLIST.** Please make sure that you have:

- ☐ Followed the technical requirements on page 3
- ☐ Completed page 1
- ☐ Completed page 4 and answered each of the questions
- ☐ Included the original plus three stapled copies
- ☐ Checked for accuracy

◆ **FAILURE TO COMPLY WITH THE PROCEDURES FOR SUBMISSION OF THE APPLICATION WILL RESULT IN THE ELIMINATION OF THE APPLICATION.**

FOR ADDITIONAL INFORMATION:	
Central and Southern Regions Jennifer Beaumont, Southern Regional Office New Jersey Department of Education 1492 Tanyard Drive, Sewell, NJ 08080 Telephone (856) 468-5530 or Fax (856) 468-8426	Northern Region Gracy Diggs, Northern Regional Office New Jersey Department of Education 501 River Street, Paterson, NJ 07524 Telephone: (973) 569-2130 or Fax: (973) 754-0658

NEW JERSEY
STAR SCHOOLS
2002-2003 APPLICATION

RESPONSES to the information below and the statements must be ANONYMOUS. No reference should be made to the names of the district, the school or the community. Use the words "the school" in referring to the applicant in the responses to the statements.

The following data is required to assist the panelists in the evaluation of the application:		
Type of School ____ Elementary School ____ Middle School ____ Junior High School ____ High School ____ Other: _____	Grade Levels _____ _____ _____ _____ _____	School Enrollment _____ Name of the School's Specialization or Whole-School Reform Model _____ _____
Location: ____ Urban/city; ____ Suburban with urban characteristics; ____ Suburban; ____ Small City/Town; ____ Rural		
Previous Star School: Yes __ No __ If Yes, Year(s) _____		

KEYBOARDED RESPONSES to the statements below must be **no more than a total of five pages**. Keyboard the statement followed by the response.

1. Describe the school's specialization or whole-school reform model and its objectives, the student educational needs and the specific *Core Curriculum Content Standards, including the Cross-Content Workplace Readiness Standards*,* that it addresses. Detail how it promotes high student achievement and contributes to school-wide accomplishments.
2. Describe the professional development activities and research of the school's faculty. Detail to what extent these activities contribute to exemplary teaching practices in their classrooms. Explain the link between these activities and the specialization or whole-school reform model.
3. Describe the leadership style of the school's administration and how the management and educational program demonstrate administrative and fiscal efficiency. Describe any innovative scheduling and/or management strategies implemented.
4. Describe the school's overall approach to assessment. How are your methods aligned to the specialization or whole-school reform model? How are you ensuring that the content you are measuring is consistent with the *Core Curriculum Content Standards*? Provide student performance data for the school years 2000-2001 and 2001-2002 using state tests and, if you wish, national and/or district standardized norm-referenced tests, criterion-referenced tests, and/or alternative assessments. Explain any dramatic increase or decrease. Specify which groups, if any, are excluded from the assessments for which you provide data. Give the percentage of students excluded. You may use a chart.
5. Describe collaborative efforts with families, business, the community, school districts, and/or higher education that contribute to a school environment governed by the students' needs and promoting high student achievement.
6. **Previous Star School Winners Only:** Provide a one-page addendum to your application that describes efforts to expand or replicate the specialization or whole-school reform model within the school and/or the district. Have there been dissemination activities beyond the school or district? If so, please elaborate.

*The 2002 edition of the *Core Curriculum Content Standards* published by the New Jersey State Department of Education was disseminated to all districts and charter schools and is available on line through the department's website at <http://www.state.nj.us/education>.
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